

## **Pyrotechnic Special Effects Operational Permit (Fireworks Discharge Permit)**

Effective February 9, 2007 the Grand Rapids City Clerk's Office has transferred the following Business Licenses to the Grand Rapids Fire Department:

1. Explosives
2. Fireworks Discharge Permit

The Fire Department will now be approving all Fireworks Discharge Permits through our office at 38 LaGrave Ave SE. The application process will be as follows:

### **Applicant Responsibility (minimum requirements):**

1. Obtain an **Operational Permit** and **Fireworks Discharge Permit Application** from the Fire Department. The applications must be filled out completely and returned to our office **30 days prior to the event**.
2. Application must include copies of:
  - a. Licenses
  - b. Insurance Certificate
  - c. Site Plan
  - d. Product List – amount, type of devices/material and location of product on site.
  - e. Material Safety Data Sheets
3. Schedule a demonstration inspection with the Fire Department.

### **Fire Department Responsibility:**

#### **Prior to 3:00PM the Wednesday before the scheduled City Commission Meeting:**

1. Fire Department will review application form to ensure all necessary information is included.  
Necessary information:
  - a. Name and dates of event
  - b. Local Agent of Record
  - c. Bonding Corporation or Insurance Company
  - d. Amount of Bond or Insurance
2. Risk Management will review and approve the Insurance Certificate. A copy of the Fire Works Discharge Permit Application and Insurance Certificate will be scanned and e-mailed to Sheila Mahan, Risk Management for approval.
3. Upon receipt of approval from Risk Management the Fire Department will draft an Application for Fireworks Discharge Permit Memo (**print Memo on grey paper**) and attach it to the Fireworks Discharge Permit Resolution.
4. A hard copy of the Application for Fireworks Discharge Permit Memo and Fireworks Discharge Permit Resolution will be submitted to the City Attorney's Office (6<sup>th</sup> Floor City Hall) for approval.
5. An electronic copy of the Application for Fireworks Discharge Permit Memo and Fireworks Discharge Permit Resolution will be sent to Jane Magiant (Mayor's Secretary) and Sherry Zomerhuis (City Clerk)
6. E-mail Sherry Poll requesting a Certified Copy of the Resolution as soon as it is available.
7. The Application for Fireworks Discharge Permit Memo and Fireworks Discharge Permit Resolution will go before the City Commission, Community Development, for approval.
8. Fire Department will sign off on final approval after witnessing the fireworks demonstration and an invoice will be sent for the fire inspection time.
9. Operational Permit will be left with the event coordinator once the final approval is given.

**After 3:00PM the Wednesday before the scheduled City Commission Meeting:**

1. Fire Department Responsibility 1 and 2 above
2. Upon receipt of approval from Risk Management the Fire Department will draft an Application for Fireworks Discharge Permit Memo (print Memo on grey paper) and attach it to the **SUSPEND THE RULES** Fireworks Discharge Permit Resolution.
3. A hard copy of the Fireworks Discharge Permit Memo (grey paper) has to be signed by the City Manager (initialized).
4. 4 thru 8 above

**Without City Commission approval there can be no pyrotechnics display of any kind.**